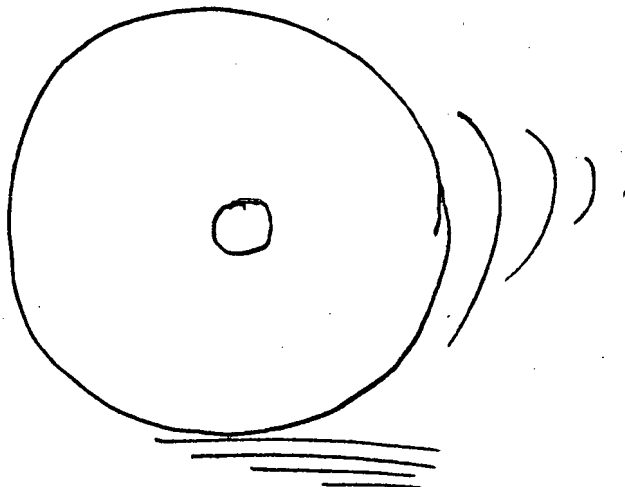# AN

INTRODUCTION

TO

RIMS

(RELEASED INFORMATION MANAGEMENT SYSTEM)

2

O B J E C T I V E

PROVIDES A RECORD OF INFORMATION OF QUESTIONABLE

CLASSIFIABILITY FOUND IN MATERIAL BEING CLEARED

FOR RELEASE

3

WHY NOT COMPUTERIZE EVERYTHING THAT HAS BEEN RELEASED?

Too Voluminous

Very Expensive

Recall by Keyword Not Precise

Much Data Must be Reviewed to Get Results

Still Would Not Be Complete

WHAT ANSWER DOES RIMS PROVIDE?

MATERIAL SCREENED FOR INFORMATION PERTINENT TO
CLASSIFICATION MATTERS

AMOUNT OF DATA INPUT LIMITED

STORE ONLY DATA OF QUESTIONABLE CLASSIFIABILITY

DATA WILL BE STORED VERBATIM

INDEXING WILL PROVIDE PRECISE INPUT AND RECALL

DATA CAN BE EXTENSIVELY MANIPULATED

RELEASED INFORMATION MANAGEMENT SYSTEM DATA INPUT FORM

ENTRY NUMBER   CATEGORY   AREA   TEXT DATE   CREDIBILITY   ACTION

TEXT

TITLE

SOURCE OR AUTHOR

DATE ORIGINATED/PUBLISHED   LOCATION OF TEXT

CHAPTER   PAGE   OTHER

UPDATED: 26 April 1983

MEMORANDUM FOR: All CRD Reviewers

FROM: Chief, Classification Review Division

SUBJECT: Instructions for Completing
                  the RIMS Data Input Form

    1. ENTRY NUMBER - See Attachment A, "ENTRY LETTER CODES," for the proper letter to put in the first space. Do not fill in a number; that will be done when input is made to the computer.

    2. CATEGORY - Take the proper category or categories from the "CATEGORIES FOR RIMS" folder. You can use any number of categories. If you need several for the item, consider breaking it down into two or more separate entries or select the most significant categories and consider dropping the others. Each category entry takes 12 spaces _____. Fill in only those spaces that apply; do not fill in unused spaces with zeroes, leave them blank.

STAT

    3. AREA - Use the Geographic-Political schedule. Countries and areas are listed alphabetically by name and are identified by three leters. Enter separately each area that applies.

    4. TEXT DATE - This is the date of the event which is the subject of the text. It usually will be indicated in the text itself, or from the publication date; enter the last two digits of the year only. Leave blank if unknown.

    5. CREDIBILITY FACTOR - This is an attempt to measure, for quick reference, the "source" factor which must be considered to assess the significance and importance that will be attached to information when it surfaces in the public domain. See ATTACHMENT B, "THE CREDIBILITY FACTOR," for definitions of the number codes 1 to 9.

Page Denied

Next 8 Page(s) In Document Denied